

## **Enhance Communication/Relationship**

**(Approved by Council Minute Action on November 26, 2002)**

At the November 26, 2002 City Council meeting, the following was approved by the Council for implementation:

**1. Invite each Board or Commission to make an annual presentation to the Council about its work.**

This would be voluntary for the Boards and Commissions and could be done at a Joint Study Session. The Boards and Commission Announcement section will be used for brief announcements. Staff will continue to encourage the Boards and Commissions to utilize this opportunity.

**2. Ask staff to bring un-ranked Study Issues to Commissions for preliminary review prior to the existing ranking process.**

Boards and Commissions would like to see the new Study Issues earlier in the year. New issues should go to the commissions for review within one month, or at the next regular meeting of the respective Board or Commission, after a new issue is sponsored by Council. Issue papers are due to the City Manager for review two weeks after introduction by the Council. Regardless of the origin of the Study Issue (Council Board or Staff), the appropriate Board or Commission should review and rank all the issues that fall under their area of concern.

**3. Suggest ways for the City Council to give feedback to Commissions about their recommendations.**

Board and Commission chairs should be encouraged to attend Council meetings when they have a recommendation on an item. The Chairs can report back to their Board or Commission on the Council's discussion and ultimate decision.

**4. Suggest the Mayor and Vice Mayor make annual contact with each Board and Commission.**

Board and Commission liaisons should keep Council informed of the activities of their Boards or Commissions and identify opportunities for contact. Identify opportunities on the workplan for the Mayor, Vice Mayor and Council to interact.

**5. Invite each Board and Commission to a joint study session with the Council as warranted.**

More Joint Study Sessions could be conducted on issues that the boards have placed a high priority on. The Joint Study Session should have a clear purpose but does not have to be focused on a Study Issue.

**6. Enact a Council policy such that interested third parties be encouraged to bring their information and/or concerns to Boards and Commissions first when their issues are before those Commissions.**

Included in the Community participation sub-element is policy 7.2C.5(a) - Feedback - "Provide opportunities for community input and monitor feedback." Identify appropriate citizen feedback mechanisms to provide the optimal level of community input in public decision making. Boards and Commissions are an effective and appropriate avenue for citizen input. At such time as a matter is before a Board or

Commission for action and recommendation to the City Council, Council members will refer any contacts from third parties on that matter to the appropriate Board or Commission, so that third parties are not encouraged to "go around" the Board or Commission directly to the City Council.